

**Minutes**  
**Nevada State Emergency Response Commission (SERC)**

**Policy Committee**  
**Cooperative Extension Conference Room**  
**2621 Northgate Lane, Suite 12**  
**Carson City, Nevada**

**April 6, 2007**

**Members Present**

Jim O'Brien, Chair (teleconferenced)  
Larry Farr (teleconferenced)  
Jim Reagan (teleconferenced)

**Members Absent**

Tom Porta

**Staff**

Karen Kennard  
Samantha Ladich

**I. Call to Order**

Jim O'Brien called the meeting to order at 9:01 a.m.

**II. Introductions**

Introduction of members and staff present was made by Mr. O'Brien. A quorum was present.

**III. \*Approval of March 9, 2007 meeting minutes**

Larry Farr made a motion to approve the March 9, 2007 meeting minutes. Jim Reagan seconded the motion which was approved unanimously.

**IV. Old Business**

**A. \*Discussion/Recommendation on Policy 8.2, Grant Application, Grant Awards, regarding eligibility requirement for state agencies to receive grants from SERC**

Karen Kennard advised the Committee a revised copy of Policy 8.2a was included in their packet of policies as well as the policies on this agenda. Policy 8.2a was approved with changes at the Policy Committee meeting on March 9.

The committee reviewed the changes to include eligibility for State agencies in proposed Policy 8.2. Mr. Farr made a motion to recommend approval of the proposed policy to the SERC. Mr. Reagan seconded the motion which was approved unanimously.

**B. \*Discussion/Recommendation on possible revision to SERC Policy 8.1, Hazardous Materials Response Plan and Exercises, regarding requirement to report on an exercise or incident within 60 days**

Ms. Kennard advised the Committee this item had been discussed at the meeting on March 9. This Committee referred this item to the SERC Planning and Training Subcommittee. The Committee reviewed the changes to Policy 8.1 regarding the ability to request an extension of time to report on an exercise as recommended by the Planning and Training Subcommittee. Discussion ensued regarding how many extensions and how many days to an extension should be allowed. Mr. Reagan made a motion to recommend approval of the proposed policy to the SERC. Mr. Farr seconded the motion which was approved unanimously.

**V. New Business**

**A. \*Discussion/Review/Recommendation on Policy 8.1, Hazardous Materials Response Plan and Exercise, regarding possible state agency eligibility requirements for submission of response plans, Level of Response Questionnaire, and notification and reporting of exercises**

The Committee reviewed the changes to include eligibility for State agencies in proposed Policy 8.1. Mr. Farr made a motion to recommend approval of the proposed policy to the SERC. Mr. Reagan seconded the motion which was approved unanimously.

**B. \*Discussion/Review/Recommendation on Policy 8.3, Certified Assurances and Compliance Certification, regarding possible state agency eligibility requirements for submission of Compliance Certification form**

The Committee reviewed the changes to include eligibility requirements for State agencies in proposed Policy 8.3. Discussion ensued regarding the definition of “head of agency”. It was recommended a separate “Definitions” page be added to the SERC policies. Mr. Farr made a motion to recommend approval of the proposed policy to the SERC. Mr. Reagan seconded the motion which was approved unanimously.

**C. \*Discussion/Review/Recommendation of Policy 8.5, Funding of Grants, for possible substitution of “LEPC” with “grantee/subgrantee” as used throughout the policy**

Ms. Kennard noted there were additional changes needed to Policies 8.5, 8.8 and 8.13 as not all areas are referring to financial aspects. There continue to be program responsibilities to be fulfilled by the LEPCs that are not dependent on receiving a grant award.

The Committee reviewed the changes to include requirements for State agency grantees/subgrantees in proposed Policy 8.5. Mr. Reagan made a motion to recommend approval of the proposed policy to the SERC. Mr. Farr seconded the motion which was approved unanimously.

**D. \*Discussion/Review/Recommendation regarding possible changes to Policy 8.6, Reporting, as a result of state agency eligibility requirements as discussed on this agenda**

Due to an oversight, proposed Policy 8.6 was not included in the packet forwarded to the Committee. This agenda item was tabled for a future meeting.

**E. \*Discussion/Review/Recommendation of Policy 8.8, Sub-recipient Program Monitoring and Financial Audits, for possible substitution of “LEPC” with “grantee/subgrantee” as used throughout the policy**

The committee reviewed the changes to include requirements for State agency grantee/subgrantee in proposed Policy 8.8. Mr. Farr made a motion to recommend approval of the proposed policy to the SERC. Mr. Reagan seconded the motion which was approved unanimously.

**F. \*Discussion/Review/Recommendation of Policy 8.13, Original Signatures; Faxed/E-mailed Documents, for possible substitution of “LEPC” with “grantee/ subgrantee” as used throughout the policy**

The Committee reviewed the changes to include requirements for State agency grantees/subgrantees in proposed Policy 8.13. Mr. Reagan made a motion to recommend approval of the proposed policy to the SERC. Mr. Farr seconded the motion. A discussion ensued regarding the definition of “project manager” and the intent of the numerated items of this policy. Mr. Reagan withdrew his motion. The policy is to be reworded by staff and agendaized at a future meeting of the Policy Committee.

**VI. Public Comment**

The next meeting was set for April 12, 2007 at 8:30 a.m.

**VII. \*Adjournment**

Mr. Reagan made a motion to adjourn the meeting at 9:50 a.m.